

**GENERAL DEFINITION OF WORK:**

Performs difficult paraprofessional and responsible administrative work keeping financial accounts and records according to generally accepted accounting practices for the Sheriff's Office; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate personnel.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Preparing and processing purchase orders; entering payroll information into system; preparing and maintaining various financial records and accounts; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Maintains various checking accounts.
- Receives, processes and accounts for various revenues; reviews incoming items for accuracy, completeness and conformance to departmental requirements.
- Develops and maintains cross-referenced office files and a variety of other specialized records; sets up filing systems; sorts, indexes and files material alphabetically, numerically, geographically or by other predetermined classifications.
- Operates standard office, data entry and word processing equipment; receives and processes incoming and outgoing mail.
- Serves as lead worker; monitors and coordinates unit or office operations; ensures that goals and objectives of the unit are followed and met; supervises, directs, trains and evaluates performance of assigned staff; participates in recruitment and selection of employees; coordinates calendar activities; schedules meetings, appointments, interviews, etc.; coordinates travel arrangements.
- Assists the public with the completion of various records, applications, etc.; verifies completeness and accuracy of information; prepares and issues permits; handles inquiries and complaints from the public.
- Coordinates and assists with processing accounts receivable, accounts payable, purchasing, payroll, budgetary and other financial data; reconciles invoices with payment vouchers; performs calculations and posts to statistical and other records applying knowledge of regulations; receives, receipts and accounts for various revenues; makes deposits.
- Prepares and maintains a variety of office files, accounts and other records; assists with budget process; compiles information and verifies data; reconciles bank statements; prepares financial, statistical and project status reports, spreadsheets and papers.
- Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system; compiles statistical and administrative data for reports; performs related research; generates reports.
- Takes and transcribes dictation; types a variety of documents including correspondence, forms, reports, purchase orders, requisitions, resolutions, ordinances, proclamations, court orders, meeting minutes, agendas, etc. where a knowledge of format and presentation is necessary; composes correspondence independently.
- Operates a variety of standard office equipment; receives and processes incoming and outgoing mail; maintains inventories and orders supplies.
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the methods used in keeping fiscal accounts and records, and of office terminology, procedures, routines and equipment; thorough knowledge of business arithmetic; general knowledge of management, organization and evaluation; general knowledge of federal and state funding and billing regulations; ability to understand and carry out complex oral and written directions; ability to establish and maintain effective working relationships with associates, vendors and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education equivalent to graduation from an accredited community college with major course work in Accounting or related field and considerable accounting experience.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Must pass criminal history background investigation and polygraph test. Must be a Notary Public of the Commonwealth.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.